

## INSTRUCTIONS AND FORMS FOR COMPLETING PROPOSED BUDGETS

### QUALIFIED LEGAL SERVICES PROJECTS

#### 2001-02 GRANT YEAR

#### Equal Access Fund

Rule 5.1 of the Rules Regulating Interest-Bearing Trust Fund Accounts requires that within 30 days after notification of a proposed allocation of funds, recipients must submit a budget for the expenditure of the allocation.

Please submit a proposed budget (**one original and four copies**) for use of your tentative allocation **between October 1, 2001 and September 30, 2002**. Please feel free to contact the Legal Services Trust Fund Program staff to discuss your plans and budget while you are in the process of completing the budget package.

The forms should give a clear description of how your organization will spend the grant funds. Trust Fund Commission members will use these forms, along with the summary project description that was part of your IOLTA application for funding, to evaluate whether your proposed budget complies with the Trust Fund Program statute.

There are six forms to complete:

A. **This is a new form.**

Describe the results of the project(s) or activities funded by the Equal Access Fund in the last two years. How many clients were served and how many advocates were funded? What new services did you provide? What other impact did the funds have on the quantity, quality, efficiency or availability of your services?

Also describe the success of your program's efforts to serve members of especially undeserved client groups, including the elderly, the disabled, juveniles and non-English-speaking persons.

B. This form should provide an overview of how the services provided by your organization are different with the Equal Access Fund grant than they would be without it. The form should make clear how the funds improve the quantity, quality, efficiency or availability of your services. Please be as specific as possible in

describing the expected impact of the tentative grant allocation on your organization's clients.

Describe the projects to be funded and services to be provided with this grant allocation. You must budget these funds for specific projects or activities, including the cost of staff and other direct expenses to carry out the project. **The commission will not approve budgets that propose to use this grant for general operating support.**

If all or part of these funds are used to sustain an existing project that has been funded with a previous Equal Access Fund grant, describe the project and indicate how it will change as a result of your experience in prior years. Estimate how many clients will be served with this year's funds and how many advocates the funds will support. Describe any other expected impacts on the quantity, quality, efficiency or availability of your services.

If the funds will be used to provide new services or to start a new project, describe the work to be done, the expected number of additional clients to be served and new advocates to be funded, and any other expected impacts on the quantity, quality, efficiency or availability of your services. Describe how the project or services to be funded will be coordinated with the work of other legal services providers. What input, if any, have other legal services providers had in assessing the need and selecting the project or services to be funded or clients to be served with this grant? How will you inform other legal services programs (projects and support centers, as appropriate) of the availability of new services to be provided with these funds?

3. List the significant efforts you will make to use 20% of the allocation for services to members of especially undeserved client groups. Such groups include, but are not limited to, the elderly, the disabled, juveniles and non-English-speaking persons [Business & Professions Code §6221]. For each effort, indicate the amount of money it will cost and describe how you calculated the cost. The figures on this form should correspond with the numbers on Form D and the explanations on Form E. For example, if you report here that you are paying a translator, Form D must report such a payment as well.

Also indicate how you will evaluate whether your efforts were successful in making services available to underserved client groups. If all or most of your clients are already members of one of the listed groups, you must still complete this form. Describe the efforts you will make during the next year to serve members of client group(s) to whom your services have not been available.

- D. Form D is for actual budget figures; use whole dollars (**no cents**). Prepare a separate Form D for each county you serve. If you serve more than one county, complete one additional form that summarizes the total of all the county forms.

Money must be spent for services in the county for which it is allocated. As an alternative, you may provide computer print-outs in the same format as the printed form.

Be sure to answer questions 26 and 27 at the bottom of the page. The commission expects you to budget 75 percent or more of the grant for personnel costs, and 75 percent or more for program costs. If the percentages in your budget are lower than 75%, include narrative on Form E which explains why the commission should approve an exception in your case.

- E. The explanation for each personnel allocation must specifically state the total number of positions and their full-time-equivalents. For example, if your budget for "Lawyers" for "Program" services is for two half-time attorneys, the budget narrative might state "Salary for one FTE attorney, including a half-time attorney to handle immigration cases and a half-time attorney for public benefits matters" (not just "two part-time attorneys").

Explanations for non-personnel allocations should describe how you arrived at the numbers. Examples might include: "cost of additional space for personnel funded by Equal Access Fund grant," "projected cost of supplies for the new health care project," or "trial advocacy training for an EAF-funded staff attorney."

If you serve more than one county, this form should explain your summary Form D.  
**Do not prepare a separate Form E for each county.**

- F. If you serve more than one county, this form should make clear how you will ensure all grant funds are spent providing services in the counties for which they are allocated. For example, are employees assigned to specific counties, do they keep time records, or do you allocate based on numbers of cases or clients served? If you base allocations on estimates, you must make the estimates by a method that is reasonably related to the actual expenditure of funds. Explain the basis of your estimates.

## **INSTRUCTIONS FOR COMPLETING FORM D**

### **PROGRAM/ADMINISTRATION**

Form D asks for an itemization of funds budgeted for "program" and "administration." This is the general distinction between the two kinds of expenditures:

Program expenses are those related to the direct provision of legal services (e.g., cost of personnel, personnel-related and non-personnel items directly related to the

provision of legal services, including any services necessary for the disposition of legal matters).

Administration expenses are those related to general office operations (e.g., portions of personnel, personnel-related and non-personnel items not directly attributable to legal program expenses).

Consistent with the kinds of services provided by your organization, the commission expects that most of the funds will be allocated to program expenses and to personnel expenses and therefore recommends that allocations to administration and non-personnel expenses not be disproportionate in either total dollars or percentage of funds in relation to the total grant award.

## **EXPENSE CATEGORIES**

Complete lines 1 and 2. On line 3, indicate the grant allocation for each county in which your organization has been found eligible. If you serve more than one county, complete one form showing the total of all the individual county forms; put "summary" on the county line and show your total allocation.

Here are descriptions of expenses to be included on Form D:

4. Lawyers. Salaries and wages paid to attorney employees, whether full-time, part-time or temporary. On Form E, state the number of positions, their full-time equivalents, and the percentage of salaries that will be paid with this grant allocation.
5. Paralegals. Salaries and wages paid to paralegal employees (including law graduates, legal assistants and law students), whether full-time, part-time or temporary. Paralegals are persons working under the supervision and control of an attorney, whose duties consist primarily of such activities as intake interviewing, case investigations, checking court records, legal research, client representation at administrative hearings and outreach and community work. On Form E, state the number of positions, their full-time equivalents, and the percentage of salaries that will be paid with this grant allocation.
6. Other Staff. Salaries and wages paid to all other staff, whether administrative/clerical or others, and whether full-time, part-time or temporary. On Form E, indicate the number of positions, their full-time equivalents and the percentage of salaries that will be paid with this grant allocation, and specifically identify those positions.
7. Subtotal. Add amounts on lines 4, 5 and 6.
8. Employee Benefits. Fringe benefits and payroll taxes paid on behalf of employees, such as retirement, FICA, health and life insurance, workers' compensation, unemployment insurance, and other payroll-related costs.
9. Total Personnel. Add lines 7 and 8.
10. Space. Rent, utility payments, maintenance or janitorial expenses, and the cost of debt service for owned property.
11. Equipment Rental and Maintenance. Lease or rental expenses for office furniture, fixtures and equipment (except telephone); maintenance costs for that equipment whether pursuant to a service contract or an estimate of individual repair bills.
12. Supplies, Printing and Postage. Basic office accessories and supplies, including materials used in copiers. Printing and postage should be included in this category. Equipment purchases under \$1,000 may be included here.
13. Telephone. Telephone equipment rental and cost of telephone service. Similar and related expenses for voice mail, facsimile or other telecommunications should be included as well. Telecommunications equipment purchases under \$1,000 may be included here.

14. Travel. Travel expenses, whether directly related to the provision of legal services or related to administration of the organization.
15. Training. Non-personnel costs associated with the training or continuing education of staff members or volunteers who provide services through your organization. Examples of expenses include: travel to and from training events, per diem, conference registration fees or tuition, purchase or production of training materials, rent for facilities used in a training event and consultant fees paid to trainers.
16. Library. Expenses for the maintenance and normal expansion of office libraries, including fees for on-line research services or subscriptions to periodicals, books and update services. Capital additions to library holdings should be included on line 20.
17. Insurance. Professional liability insurance, bonding, property insurance (fire and theft) and liability insurance for property and automobiles.
18. Audit. Expenses directly related to the audit of the EAF grant.
19. Litigation. Court costs, witness fees, expert witness expenses, sheriff's fees, courthouse copying fees, and other expenses incurred representing eligible clients.
20. Capital Additions. Equipment and library purchases over \$1,000 per item and any proposed expenditures related to real property acquisition or improvement. Allocations should be explained in the narrative and itemized. The Legal Services Trust Fund Commission must specifically approve allocations for any capital additions.
21. Contract Service to Clients. Payments to private attorneys or other legal services organizations who provide legal services to clients.
22. Contract Services to Organization. All other services to the organization, such as legal counsel for its operations, consultant fees exclusive of those paid for training, use of a computer service bureau, bookkeeping or other accounting services, etc. Itemize individual costs on Form E.
23. Other. All expenses not included above. Itemize individual costs on Form E.
24. Total Non-Personnel. Add lines 10 through 23.
25. Total. Add lines 9 and 24.

26. % Personnel/Non-Personnel. Indicate what percentage of the grant budget is for personnel expenses (line 9) and what percentage is for non-personnel expenses (line 24). The commission expects you to budget 75 percent of the grant or more for personnel expenses. If this percentage is less than 75%, explain on Form E.
  
27. % Program/Administration. Indicate what percentage of the grant budget is for program expenses and what percentage is for administration expenses. The commission expects you to budget 75 percent of the grant or more for program expenses. If this percentage is less than 75%, explain on Form E.

**PROPOSED BUDGET - FORM A**  
**Qualified Legal Services Projects**  
**2001-02 Grant Year**

**Equal Access Fund**

Program Name \_\_\_\_\_

Staff Director \_\_\_\_\_

**Print Name**

**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Telephone Number and Extension**

\_\_\_\_\_  
**E-mail Address**

**IMPORTANT: BE SURE TO READ THE INSTRUCTIONS FOR THESE FORMS BEFORE YOU BEGIN.**

**THIS IS A NEW FORM**

1. Describe the results of the project(s) or activities funded by the Equal Access Fund in the last two years. How many clients were served and how many advocates were funded? What new services did you provide? What other impact did the funding have on the quantity, quality, efficiency and availability of your services?
2. In the past two years, what efforts did your program make to use Equal Access Fund monies to serve members of especially underserved client groups, including the elderly, the disabled, juveniles and non-English-speaking persons? What was the outcome of those efforts?

**PROPOSED BUDGET - FORM B**  
**Qualified Legal Services Projects**  
**2001-02 Grant Year**

**Equal Access Fund**

Program Name \_\_\_\_\_

This form should provide an overview of how the services provided by your organization are different with the Equal Access Fund grant than they would be without it. The form should make clear how the funds improve the quantity, quality, efficiency or availability of your services. Be as specific as possible in describing the expected impact of the grant allocation on your organization's clients.

You must budget these funds for specific projects or activities, including the cost of staff and other direct expenses to carry out the project or activities. **The commission will not approve budgets that propose to use this grant for general operating support.**

1. Describe the project to be funded and services to be provided with this grant allocation.
2. If all or part of these funds are used to sustain an existing project that has been funded with a previous Equal Access Fund grant, describe the project and indicate how it will change as a result of your experience in prior years. Estimate how many clients will be served with this year's funds and how many advocates the funds will support. Describe any other expected impacts on the quantity, quality, efficiency or availability of your services.
3. If the funds will be used to provide new services or to start a new project, describe the work to be done, the expected number of additional clients to be served and new advocates to be funded, and any other expected impacts on the quantity, quality, efficiency or availability of your services. Describe how the project or services to be funded will be coordinated with the work of other legal services providers. What input, if any, have other legal services providers had in assessing the need and selecting the project or services to be funded or clients to be served with this grant? How will you inform other legal services programs (projects and support centers, as appropriate) of the availability of new services to be provided with these funds?

**PROPOSED BUDGET - FORM C**  
**Qualified Legal Services Projects**  
**2001-02 Grant Year**

**Equal Access Fund**

Program Name \_\_\_\_\_

1. Multiply your total grant allocation by 20% and enter the amount here: \_\_\_\_\_
2. List the significant efforts you will make to use 20% of the allocation for services to members of especially underserved client groups [Business & Professions Code §6221]. **If all or most of your clients are already members of one of the listed groups, you must still complete this form. Describe efforts you will make during the next year to serve client group(s) to whom your services have not been available.**
3. For each effort listed, indicate the amount of money it will cost and describe how you calculated the cost. The cost of all your efforts together should total as much as or more than the number on line 1 above. The figures on this form should correspond with the numbers on Forms D and the explanations on Form E.
4. How will you evaluate your success in making services more available to underserved client groups this year?

**PROPOSED BUDGET - FORM D**  
**Qualified Legal Services Projects**  
**2001-02 Grant Year**

**Equal Access Fund**

1. Program Name \_\_\_\_\_

2. Form Prepared by \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

3. County \_\_\_\_\_ Allocation \$ \_\_\_\_\_

ACCOUNT TITLE	PROGRAM	ADMINISTRATION	TOTAL
<b>Personnel</b>			
4. Lawyers			
5. Paralegals			
6. Other Staff			
7. SUBTOTAL			
8. Employee Benefits			
9. TOTAL PERSONNEL			
<b>Non-Personnel</b>			
10. Space			
11. Equipment Rental & Maintenance			
12. Supplies, Printing & Postage			
13. Telephone			
14. Program Travel			
15. Training			
16. Library			
17. Insurance			
18. Audit			
19. Litigation			
20. Capital Additions			
21. Contract Service/Clients			
22. Contract Service/Organization			
23. Other			

24. TOTAL NON-PERSONNEL			
25. TOTAL			

26. % Personnel \_\_\_\_\_ (+) % Non-Personnel \_\_\_\_\_ (= 100%)

27. % Program \_\_\_\_\_ (+) % Administration \_\_\_\_\_ (= 100%)

**PROPOSED BUDGET - FORM E**  
**Qualified Legal Services Projects**  
**2001-02 Grant Year**

**Equal Access Fund**

Program Name \_\_\_\_\_

- a. Explain how you arrived at the amounts on each line of Form D.

The explanation for each personnel allocation must specifically state the total number of positions **and** their full-time equivalents. If your budget for "Lawyers" for "Program" services is for two half-time attorneys, the budget narrative might state "Salary for one FTE attorney, including a half-time attorney to handle immigration cases and a half-time attorney for public benefits matters" (not just "two part-time attorneys").

Explanations for non-personnel allocations should describe how you arrived at the numbers. Examples might include: "cost of additional space for personnel funded by Equal Access Fund grant," "projected cost of supplies for the new health care project," or "trial advocacy training for an EAF-funded staff attorney."

- b. If you serve more than one county, this form should explain your summary Form D. **Do not prepare a separate Form E for each county.**
- c. If you budget less than 75% of your grant for personnel expenses, or less than 75% of your grant for program costs, explain why.

**PROPOSED BUDGET - FORM F  
Qualified Legal Services Projects  
2001-02 Grant Year**

**Equal Access Fund**

Program Name \_\_\_\_\_

If you serve more than one county, explain how you will ensure the money is spent providing services in the county for which it is allocated.

## INSTRUCTIONS AND FORMS FOR COMPLETING PROPOSED BUDGETS

### QUALIFIED SUPPORT CENTERS

#### 2001-2002 GRANT YEAR

#### Equal Access Fund

Rule 5.1 of the Rules Regulating Interest-Bearing Trust Fund Accounts requires that within 30 days after notification of a proposed allocation of funds, recipients must submit a budget for the expenditure of the allocation.

Please submit a proposed budget (**one original and four copies**) for use of your tentative allocation **between October 1, 2001 and September 30, 2002**. Please feel free to contact the Legal Services Trust Fund Program staff to discuss your plans and budget while you are in the process of completing the budget package.

The forms should give a clear description of how your organization will spend the grant funds. Trust Fund Commission members will use these forms, along with the summary project description that was part of your IOLTA application for funding, to evaluate whether your proposed budget complies with the Trust Fund statute and regulating rules.

Please feel free to contact the Legal Services Trust Fund Program staff to discuss your plans and budget while you are in the process of completing the forms.

There are five forms to complete:

**A. This is a new form.**

Describe the results of the project(s) or activities funded by the Equal Access Fund in the last two years. How many advocates were funded? What new services did you provide to qualified legal services projects? What other impact did the funds have on the quantity, quality, efficiency or availability of your services?

**B.** This form should provide an overview of how the services provided by your organization are different with the Equal Access Fund grant than they would be without it. The form should make clear how the funds improve the quantity, quality, efficiency or availability of your services. Please be as specific as possible in describing the expected impact of the tentative grant allocation on the services you provide to qualified legal services projects.

You must budget these funds for specific projects or activities, including the cost of staff and other direct expenses to carry out the project. **The commission will not approve budgets that propose to use this grant for general operating support.**

If all or part of these funds are used to sustain an existing project that has been funded with a previous Equal Access Fund grant, describe the project and indicate how it will change as a result of your experience in prior years. State how many advocates the funds will support and describe the additional services that will be made available to qualified legal services projects. Also describe any other expected impacts on the quantity, quality, efficiency or availability of your services.

If the funds will be used to provide new services or to start a new project, describe the work to be done, the new advocates to be funded, and any other expected impacts on the quantity, quality, efficiency or availability of your services. Describe how the project or services to be funded will be coordinated with the work of other support centers. What input, if any, have legal services providers had in assessing the need and selecting the project or services to be funded with this grant? How will you inform legal services programs of the availability of new services to be provided with these funds?

- C. Describe what you will do to make sure that the level of services provided to qualified legal services projects through other funding sources is maintained, so that the Equal Access Fund grant supports additional services for qualified legal services projects and does not simply replace other funding. Describe your plan for maintaining the efforts you make on behalf of such projects. See Business & Professions Code Section 6216(c) and Eligibility Guideline 3.4.
- D. Form D is for actual budget figures; use whole dollars (**no cents**). As an alternative, you may provide computer print-outs **in the same format** as the printed form.

Be sure to answer questions 26 and 27 at the bottom of the page. The commission expects you to budget 75 percent or more of the grant for personnel costs, and 75 percent or more for program costs. If the percentages in your budget are lower than expected, include an explanation on Form E, and explain why the commission should approve an exception in your case.

- E. The explanation for each personnel allocation must specifically state the total number of positions and their full-time-equivalents. For example, if your budget for "Lawyers" for "Program" services is for two half-time attorneys, the budget narrative might state "Salary for one FTE attorney, including a half-time attorney to develop resource materials and a half-time attorney to work on litigation" (not just "two part-time attorneys").

Explanations for non-personnel allocations should describe how you arrived at the numbers. For example, "cost of additional space for personnel funded by Equal Access

Fund grant," "projected costs for printing and distributing new resource manual to be produced by EAF-funded staff attorney," or "projected cost of supplies for new health care project."

The forms should give a clear description of how your organization will spend the grant. Trust Fund Commission members will use these forms, along with the summary project description that was part of your application, to evaluate whether your proposed budget complies with the Trust Fund Program statute and regulating rules.

## **INSTRUCTIONS FOR COMPLETING FORM D**

### **PROGRAM/ADMINISTRATION**

Form D asks for an itemization of funds budgeted for "program" and "administration." This is the general distinction between the two kinds of expenditures:

Program expenses are those related to the direct provision of support services to "qualified legal services projects."

Administration expenses are those related to general office operations (e.g., portions of personnel, personnel-related and non-personnel items not directly attributable to support services to qualified legal services projects).

Consistent with the kinds of services provided by your organization, the commission expects that most of the funds will be allocated to program expenses and to personnel expenses and therefore recommends that allocations to administration and non-personnel expenses not be disproportionate in either total dollars or percentage of funds in relation to the total grant award.

### **EXPENSE CATEGORIES**

Complete lines 1 and 2. On line 3, indicate the grant allocation for which your organization has been found eligible. Indicate "statewide" on the county line.

Here are descriptions of expenses to be included on Form D:

4. Lawyers. Salaries and wages paid to attorney employees, whether full-time, part-time or temporary. On Form E, state the number of positions, their full-time equivalents, and the percentage of salaries that will be paid with this grant allocation.

5. Paralegals. Salaries and wages paid to paralegal employees (including law graduates, legal assistants and law students), whether full-time, part-time or temporary. Paralegals are persons working under the supervision and control of an attorney, whose duties consist primarily of such activities as intake interviewing, case investigations, checking court records, legal research, client representation at administrative hearings and outreach and community work. On Form E, state the number of positions, their full-time equivalents, and the percentage of salaries that will be paid with this grant allocation.
6. Other staff. Salaries and wages paid to all other staff, whether administrative/clerical or others, and whether full-time, part-time or temporary. On Form E, state the number of positions, their full-time equivalents and the percentage of salaries that will be paid with this grant allocation, and identify those positions.
7. Subtotal. Add amounts on lines 4, 5 and 6.
8. Employee Benefits. Fringe benefits and payroll taxes paid on behalf of employees, such as retirement, FICA, health and life insurance, workers' compensation, unemployment insurance, and other payroll-related costs.
9. Total Personnel. Add lines 7 and 8.
10. Space. Rent, utility payments, maintenance or janitorial expenses, and the cost of debt service for owned property.
11. Equipment Rental and Maintenance. Lease or rental expenses for office furniture, fixtures and equipment (except telephone); maintenance costs for that equipment whether pursuant to a service contract or an estimate of individual repair bills.
12. Supplies, Printing and Postage. Basic office accessories and supplies, including materials used in copiers. Printing and postage should be included in this category. Equipment purchases under \$1,000 may be included here.
13. Telephone. Telephone equipment rental and cost of telephone service. Similar and related expenses such as voice mail, facsimile or other telecommunications should be included as well. Telecommunications equipment purchases under \$1,000 may be included here.
14. Travel. Travel expenses, whether directly related to the provision of support services for legal services projects or related to administration of the organization.
15. Training. Support centers should not report here expenses for training events produced as support services for legal services projects; show those expenses on other lines (e.g., supplies and printing, travel, contract service to clients).

This line is for non-personnel costs associated with the training or continuing education of staff members or volunteers who provide services through your organization. Examples of these expenses include: travel to and from training events, per diem, conference registration fees or tuition, purchase or production of training materials, rent for facilities used in a training event and consultant fees paid to trainers.

16. Library. Expenses for the maintenance and normal expansion of office libraries, including fees for on-line research services or subscriptions to periodicals, books and update services. Capital additions to library holdings should be included on line 20.
17. Insurance. Professional liability insurance, bonding, property insurance (fire and theft) and liability insurance for property and automobiles.
18. Audit. Expenses directly related to an audit of the EAF grant.
19. Litigation. Court costs, witness fees, expert witness expenses, sheriff's fees, courthouse copying fees, and other expenses incurred representing eligible clients.
20. Capital Additions. Equipment and library purchases over \$1,000 per item and proposed expenditures related to real property acquisition or improvements. Allocations should be explained in the narrative and itemized. The Legal Services Trust Fund Commission must specifically approve allocations for any capital additions.
21. Contract Service to Clients. Payments to others who will provide support services for legal services projects on behalf of the center.
22. Contract Services to Organization. All other services to the organization, such as legal counsel for its operations, consultant fees exclusive of those paid for training, use of a computer service bureau, bookkeeping or other accounting services, etc. Itemize individual costs on Form E.
23. Other. All expenses not included above. Itemize individual costs on Form E.
24. Total Non-Personnel. Add lines 10 through 23.
25. Total. Add lines 9 and 24.
26. % Personnel/Non-Personnel. Indicate what percentage of the grant budget is for personnel expenses (line 9) and what percentage is for non-personnel expenses (line 24). The commission expects you to budget 75 percent of the grant or more for personnel expenses. If this percentage is lower than 75%, explain on Form E.

27. % Program/Administration. Indicate what percentage of the grant budget is for program expenses and what percentage is for administration expenses. The commission expects you to budget 75 percent of the grant or more for program expenses. If this percentage is lower than 75%, explain on Form E.

**PROPOSED BUDGET - FORM A**  
**Qualified Support Centers**  
**2001-02 Grant Year**

**Equal Access Fund**

Program Name \_\_\_\_\_

Staff Director \_\_\_\_\_

\_\_\_\_\_  
**Type Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Telephone Number & Extension**

\_\_\_\_\_  
**E-mail address**

**THIS IS A NEW FORM**

1. Describe the results of the project(s) or activities funded by the Equal Access Fund in the last two years. How many advocates were funded? What new services did you provide to qualified legal services projects? What other impact did the funding have on the quantity, quality, efficiency and availability of your services?

**PROPOSED BUDGET - FORM B**  
**Qualified Support Centers**  
**2001-02 Grant Year**

**Equal Access Fund**

Program Name \_\_\_\_\_

This form should provide an overview of how the services provided by your organization are different with the Equal Access Fund grant than they would be without it. The form should make clear how the funds improve the quantity, quality, efficiency or availability of your services. Please be as specific as possible in describing the expected impact of the tentative grant allocation on the services you provide to qualified legal services projects.

1. If all or part of these funds are used to sustain an existing project that has been funded with a previous Equal Access Fund grant, describe the project and indicate how it will change as a result of your experience in prior years. State how many advocates the funds will support and describe the additional services that will be made available to qualified legal services projects. Also describe any other expected impacts on the quantity, quality, efficiency or availability of your services..
2. If the funds will be used to provide new services or to start a new project, describe the work to be done, the new advocates to be funded, and any other expected impacts on the quantity, quality, efficiency or availability of your services. Describe how the project or services to be funded will be coordinated with the work of other support centers. What input, if any, have legal services projects had in assessing the need and selecting the project or services to be funded with this grant? How will you inform legal services projects of the availability of new services to be provided?

**PROPOSED BUDGET - FORM C**  
**Qualified Support Centers**  
**2001-02 Grant Year**

**Equal Access Fund**

Program Name \_\_\_\_\_

Describe what you will do to make sure that the level of services provided to qualified legal services projects through other funding sources is maintained, so that the Equal Access Fund grant supports additional services for qualified legal services projects and does not simply replace other funding. Describe your plan for maintaining the efforts you make on behalf of such projects. See Business & Professions Code Section 6216(c) and Eligibility Guideline 3.4.

**PROPOSED BUDGET - Form D**  
**Qualified Support Centers**  
**2001-02 Grant Year**

**Equal Access Fund**

1. Program Name \_\_\_\_\_

2. Form Prepared by \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

3. County \_\_\_\_\_ Allocation \$ \_\_\_\_\_

ACCOUNT TITLE	PROGRAM	ADMINISTRATION	TOTAL
<i>Personnel</i>			
4. Lawyers			
5. Paralegals			
6. Other Staff			
7. SUBTOTAL			
8. Employee Benefits			
9. TOTAL PERSONNEL			
<i>Non-Personnel</i>			
10. Space			
11. Equipment Rental & Maintenance			
12. Supplies, Printing & Postage			
13. Telephone			
14. Program Travel			
15. Training			
16. Library			
17. Insurance			
18. Audit			
19. Litigation			
20. Capital Additions			
21. Contract Service/Clients			
22. Contract Service/Organization			
23. Other			
24. TOTAL NON-PERSONNEL			

25. TOTAL			
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26. % Personnel \_\_\_\_\_ (+) % Non-Personnel \_\_\_\_\_ (= 100%)

27. % Program \_\_\_\_\_ (+) % Administration \_\_\_\_\_ (= 100%)

**PROPOSED BUDGET - FORM E**  
**Qualified Support Centers**  
**2001-02 Grant Year**

**Equal Access Fund**

Program Name \_\_\_\_\_

a. Explain how you arrived at the amounts on each line of Form D.

The explanation for each personnel allocation must specifically state the total number of positions and their full-time-equivalents. If your budget for "Lawyers" for "Program" services is for two half-time attorneys, the budget narrative might state "Salary for one FTE attorney, including a half-time attorney to develop resource materials and a half-time attorney to work on litigation" (not just "two part-time attorneys").

Explanations for non-personnel allocations should describe how you arrived at the numbers. Examples might include: "cost of additional space for personnel funded by Equal Access Fund grant," "projected cost of supplies for a new health care project," or "projected costs for printing and distributing new resource manual to be produced by EAF-funded staff attorney."

b. If you budget less than 75% of your grant for personnel expenses, or less than 75% of your grant for program costs, this form should explain why.